

**Elk Grove Babe Ruth League**  
**FIELD EQUIPMENT SECURITY - COACHES GUIDELINES**  
March 2019

Dear Coaches,

Due to ongoing theft or loss of league equipment from the equipment sheds, the Board requests that league coaches take a more proactive approach to securing the sheds during and after practices and games. The following guidelines should be used by the coaches during practices and league games.

**A. Safeguarding of Shed Entry Code.**

1. The league Board will provide the new shed lock access code to the head coach of each team via email at the outset of each season. The Board may, if necessary, change this code monthly if items continue to go missing.
2. DO NOT provide the shed combinations to ANYONE other than the assistant coaches. Under no circumstances shall the code be given to players or their parents!
3. One of the coaches should unlock the shed at the beginning of a practice or a game and immediately spin the numbers on the lock so that they cannot be observed by others.
4. One of the coaches must after the game or practice check that all items are secured properly in the sheds (See Field Maintenance Instructions 2019) and then lock the shed, spin the numbers, and verify the lock is secure. This must not be left to the players!

**B. Pregame and Post-Game Procedures.**

1. When equipment is used pregame for field preparation it MUST be returned to the shed prior to the start of the game and then the shed door must be closed and latched, and preferably locked.
2. Under no circumstances should the shed be left wide open during a practice or game, nor any equipment be left on or around the field.
3. Upon supervising the completion of the post-game field maintenance, one of the coaches must check that all items are secured properly in the sheds (See Field Maintenance Instructions 2019) and then lock the shed, spin the numbers, and verify the lock is secure. This must not be left to the players!

**C. Report Missing or Damaged Items**

1. Please report missing items immediately when noticed to one of the Board members either by phone or email. This is crucial so that we can try to determine who last used the field and had access to the equipment sheds.
2. Please report any sheds that you see left open during or after games or practices and/or discuss the matter with the coaches present and ask that they help us secure the sheds. Be sure to note date and time.
3. Please alert a Board member when supplies such as line marking chalk are running low (one bag or less in the shed).
4. Report any problems with the field or maintenance tools to an EGBR board member, using the contact info on the EGHardball.com website, or online under "Online Forms" at EGHardball.com. If there is a problem with the fields or equipment requiring immediate attention, please call one of the following:

League President:	Joe Matlen	(916) 747-6252
League Secretary:	Doug Penney	(916) 607-3131
	CSD Hotline:	(916) 405-5688 (Urgent ONLY), Josh Branco (916) 405-5604

Thank you for your assistance in securing and maintaining the league equipment so that we can keep registration fees for the league as low as possible for the players!